

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 10-220 (I)

**AIR FORCE MATERIEL COMMAND
Supplement 1**

25 FEBRUARY 2005

Operations

**CONTRACTOR'S FLIGHT
AND GROUND OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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18 July 2003

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AFI 10-220, 22 October 1999 is supplemented as follows:

This supplement expands on guidance provided in AFI 10-220 and applies to all AFMC units, AFRC units under OPCON to AFMC, and AFMC/AFRC Reserve Associate units. It does not apply to the Air National Guard. Use this instruction with AFI 10-220 as supplemented. Units may further supplement this instruction, as required. If supplemented, send a copy to HQ AFMC/DOV.

SUMMARY OF REVISIONS

This supplement supersedes AFI10-220_AFMCSUP1, 18 July 2003. It provides guidance to AFMC Flight Representatives on Contractor Flight Ground Operation. This revision changes the office of responsibility from AFMC/DOO to AFMC/DOV. This revision also further defines the service guidance source documents as applicable AFMC supplements and AFI's. This revision adds additional guidance for aircrew multiple qualification.

4.21.4. (Added) Director of Flight Operations (DFO). In cases where a GFR does not have operational oversight (at some depot maintenance/aircraft modification facilities, etc.), the DFO is responsible for oversight of day-to-day flight operations and compliance with USAF and AFMC flight operations policies. IAW AFI11-401_AFMCSup1, *Aviation Management*, a DFO must be an actively flying AFMC pilot or navigator with flight management responsibilities, no lower than the flying unit commander.

4.29.1. (Added) When justified, the following are authorized to fly periodically: Maintenance/Engineering Support Personnel (MESP), an individual whose particular expertise is required inflight to provide assistance with or observation of test techniques, data collection, systems operation, support resource or crew procedures and Mission Essential Ground Personnel (MEGP), an individual who performs unique ground support duties related and essential to a particular aircraft, mission, exercise or deployment. (Ref: AFI11-401_AFMCSup1for guidance).

4.34.1. (Added) AFMC produces a three-volume set of Flight Test (FT) instructions containing attachments for each weapon system flown in AFMC. These instructions are numbered AFI11-2FT Volume 1, 2, and 3, and will contain the training, evaluation criteria, and operations procedures, respectively, for each weapon system. AFMC uses these instructions in lieu of AFI11-2 MDS-specific Volumes for flying operations. In the absence of published guidance, AFMC units will coordinate with AFMC/DOV for approval of locally developed guidelines. If possible, these guidelines should be consistent with similar guidance specified in the appropriate AFI11-2 MDS-specific lead MAJCOM Volumes. In addition, aircraft on loan to AFMC undergoing short-term flight test programs will be flown according to the lead MAJCOM guidance if no AFMC guidance exists. Flying units are only required to maintain MDS attachments for their applicable aircraft operations.

4.43. Waivers will be issued with a one year expiration date. Once the need for the waiver has been re-validated, send a renewal request to AFMC/DOV for coordination/approval.

5.1.4. AFMC produces a three-volume set of Flight Test (FT) instructions containing attachments for each weapon system flown in AFMC. These instructions are numbered AFI11-2FT Volume 1, 2, and 3, and will contain the training, evaluation criteria, and operations procedures, respectively, for each weapon system. AFMC uses these instructions in lieu of AFI11-2 MDS-specific Volumes for flying operations. In the absence of published guidance, AFMC units will coordinate with AFMC/DOV for approval of locally developed guidelines. If possible, these guidelines should be consistent with similar guidance specified in the appropriate AFI11-2 MDS-specific lead MAJCOM Volumes. In addition, aircraft on loan to AFMC undergoing short-term flight test programs will be flown according to the lead MAJCOM guidance if no AFMC guidance exists. Flying units are only required to maintain MDS attachments for their applicable aircraft operations.

5.1.11. Contact AFMC/DOV for additional guidance when needed.

5.2.2.2. Send properly coordinated waiver requests to HQ AFMC/DOV, 508 W Choctawhatchee Ave, Suite 4, Eglin AFB FL 32542-7713.

Enclosure 2, 1.1.1. (Added) The flight planning area must provide a briefing room that provides privacy for the aircrew, enabling thorough briefing and discussion of the mission. This briefing room must contain the following:

- A dry-erase board or suitable substitute.
- Briefing guides for applicable missions and Emergency Procedure of the Day lists
- Visual aids (such as slide display boards, charts, briefing books, viewgraphs, etc.) to adequately present, as applicable to each unit, the following:
 - Airfield diagrams depicting runways, taxiways, parking areas, and other special use areas as appropriate (for example, arm/de-arm areas, hot brake areas, jettison areas, etc.).
 - Training rules (air-to-air, air-to-ground, intercept, low level, etc.).
 - Visual aids for air refueling procedures (when appropriate).
 - Local area charts depicting:
 - Local flying area.
 - VFR patterns, including entry and departure procedures.
 - Special use airspace.

- Alternate airfields.
 - Locally established air refueling areas/routes.
 - Controlled bailout areas.
- Air-to-air, air-to-ground, FCF, jettison, drop zone or salvo areas, and supersonic areas/ranges normally used by the unit.

Enclosure 2. 1.6. The GFR delegated with flight authorization authority, will maintain copies of all applicable Certificates, Licenses, and Permits.

Enclosure 2. 2.2. The GFR delegated with flight authorization authority, will maintain copies of the DD Form 2627 and DD Form 1821.

Enclosure 2, 2.2.1. (Added) Formal training courses by the government may be used to qualify or upgrade contractor employees when it is in the best interest of the government. Send request from the contractor for formal training (AFCAT 36-2223, *USAF Formal Schools*) to the GFR. It must be endorsed by the ACO, showing that the contract cost adjustment has been made or is not required.

Enclosure 2. 2.3. The GFR delegated with flight authorization authority, will maintain copies of the DD Form 2628.

Enclosure 2, 3.5.2.1. (Added) MESP/MEGP, reference physical/medical requirements; AFI 48-123, AFMC Supplement 1, *Medical Examinations and Standards*, and AFI 11-401/AFMC Supplement 1, *Aviation Management*.

Enclosure 2, 3.6. UAV pilot qual requirements are defined in the applicable attachments to AFI 11-2FT Volume 1, Aircrew Training.

Enclosure 2, 4.12.1. (Added) Flights with MESPs/MEGPs, reference requirements; AFI 11-401/AFMCS1, *Aviation Management*..

Enclosure 2, 4.13.1. (Added) Brief crewmembers from a guide that includes, as a minimum: call sign, fuel load, takeoff times, primary and alternate missions, crewmember coordination requirements, specific mission procedures, routes, ranges or restricted areas, formation procedures to include breakup procedures and separation of aircraft in IMC and VMC, communications procedures, recovery and landing procedures, weather conditions, training requirements, emergency and abnormal procedures, lost communications procedures, crew/cockpit resource management (CRM) principles applicable to the sortie, specific mission/series aircraft differences (if required), and mission security. The guide will include, when applicable, a passenger and transient aircrew briefing outline, and ditching procedures for over water flights. Reference requirements AFI 11-2FT, vol. 3, *Flight Test Operations Procedures*.

Enclosure 2. 5.3. Document qualification in other than Government aircraft on the AFMC Form 80. These additional aircraft qualifications do not constitute a multiple qualification and do not require approval as listed in paragraph 5.3.2.1. below.

Enclosure 2, 5.3.2.1. (Added) Contractor crewmembers may be qualified in more than one aircraft as follows:

(a) Wing commanders may authorize multiple qualifications (for aircraft in which the government assumes risk for loss or damage) for contractor pilots, navigators, electronic warfare officers, fire control officers, flight engineers, loadmasters, and boom operators attached to their flying unit when the need is fully justified by mission or contract necessity.

(b) HQ AFMC/DOV is the approval authority of multiple qualifications for contractor aircrew positions listed above, not attached to a flying wing. HQ AFMC/DO is the approval authority for triple qualifications.

(c) When required, DFOs may authorize multiple qualifications for other crewmembers not listed above. Reference requirements AFI 11-202, vol. 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202, vol. 2/AFMCS1, *Aircrew Standardization/Evaluation Program*.

(d) Submit a complete listing of all multiple qualifications to AFMC/DOV at the end of each quarter (Mar, Jun, Sep, and Dec) for compilation into the AFMC/DO review. Additionally, each year in September, GFRs/DFOs will review and re-validate all multiple qualifications. Cancel those no longer required for mission accomplishment. Document this review with initials and date on each AFMC Form 80, **Multiple Qualification Request and Authorization**. Forward a copy of the reviewed/re-validated AFMC Form 80, to AFMC/DOV for compilation into the command level annual report.

(e) GFRs/DFOs will designate a primary aircraft for multiple qualified aircrews.

Enclosure 2, 5.3.2.2. (Added) Procedures for Obtaining Multiple-Qualification Approval and Restrictions. The contractor will submit the original and one copy of AFMC Form 80, **Multiple Qualification Request and Authorization**, to the GFR. The GFR will send the request through channels to the approving authority as stated in paragraph 5.3.2. Reference requirements AFI 11-202, Vol. 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202, vol. 2/AFMC Supplement 1, *Aircrew Standardization/Evaluation Program*.

Enclosure 2, 6.1.2.1. (Added) MESP/MEGP, reference physiological training requirements; AFI 48-123, AFMC Supplement 1, *Medical Examinations and Standards*, and AFI 11-401/AFMCS1.

Enclosure 2, 8.2.1.1. (Added) GFR's may develop an equivalent DCMA 8.4-1 Form, **Request for Flight Approval**, to meet their operational requirements.

Enclosure 2, 8.2.2.1. (Added) Resident GFR's with multiple contractor operations shall be granted the same time period for flight approvals, as listed in 8.2.2.

Enclosure 2, 8.2.4.1. (Added) The DFO or designated representative shall approve government crewmembers, non-crewmembers, and passengers IAW AFI 11-401/AFMC S1.

Enclosure 4, 1.1. (Added) Send copy of government flight representative (GFR) designation letter (primary and alternate) to HQ AFMC/DOV.

Enclosure 4, 1.2. (Added) Contact HQ DCMA directly (info HQ AFMC/DOV) to schedule newly appointed GFR (primary and alternate) for the formal GFR training course conducted by HQ DCMA Aircraft Operations. Although there is no cost for the course, units are responsible for TDY expenses.

Enclosure 4, 2.4. (Added) Units with joint contractor/government operations, the GFR and DFO (or designated representative) shall determine the oversight requirements for contractor personnel, with the objective of minimizing risk to government aircraft.

Enclosure 4, 3.1.1. (Added). If there is more than one contractor under the cognizance of the GFR, a schedule will be set up for the review and approval of each contractor's procedures.

Enclosure 4, 3.7. The DFO or designated representative shall verify that government personnel are current and qualified to perform the mission.

Enclosure 4, 3.8.8. (Added). AFMC is the lead MAJCOM for GFR operations within the USAF. In order to accurately capture the scope of contractor operations across the Air Force, all GFRs assigned to Air Force contracts will submit annually, in January, a GFR Data Sheet to HQ AFMC/DOV. Use the format at Enclosure 4, [Attachment 5](#). Along with the GFR Data Sheet, include copies of the GFR Delegation Letter(s) and the DCMA Facility Data Sheet(s), if available.

Enclosure 4, 5.2.1.1. (Added) Units with joint contractor/government operations, the GFR and the local Stan Eval shall jointly evaluate the unit. Locally developed checklists may be used for surveys, providing a realistic evaluation of the unit's operations. AFMC/DOV is tasked by AFMC/CC through AFMC/DO to conduct inspections, evaluations and staff assistance visits on units that conduct flying operations in support of AFMC. AFMC/DOV will evaluate each unit approximately once every 24 months and conduct staff assistance visits every 12 months. Compliance verification with USAF, AFMC, unit guidance, and contractor procedures is one objective of this program with the additional and more critical objective to evaluate aircrew performance in the conduct of their mission. AFMC/DOV will provide unit oversight IAW AFMCI 90-203, *Aircrew Performance Evaluation, Staff Assistance Visit, and Inspection Program*.

Enclosure 4, 5.2.8.4.1. (Change) The GFR shall provide a report to the ACO within 10 working days after completion of the survey. GFR's with multiple contractor operations shall be granted an extension if needed, but shall not exceed 20 working days.

Attachment 5**GFR DATA SHEET**

Program Name/Description: _____

Number/Type/Design /Series of A/C: _____

Principle Location(s): _____

GFR's Name: _____

| | | | |
|-------|-----|---------|--------|
| Phone | Fax | Address | E-Mail |
|-------|-----|---------|--------|

ALT GFR's Name: _____

| | | | |
|-------|-----|---------|--------|
| Phone | Fax | Address | E-Mail |
|-------|-----|---------|--------|

DSN

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| | | | |
|--|------|------|--------------------|
| GFR Reports to | AFMC | DCMA | Other |
| GFRC on Contract | Yes | No | Version _____ |
| GFR Approved <u>Flight Operations Procedures</u> | Yes | No | Last Updated _____ |
| Contractor Flying Personnel | Yes | No | Number of _____ |
| Gov't Flying Personnel | Yes | No | Number of _____ |
| DCMA Facility Data Sheet | Yes | No | |
| GFR Delegation Letter | Yes | No | |

GFR Approving Authority and Office Symbol _____

GFR has attended the DCMA GFR training course Yes No

ALT GFR has attended the DCMA GFR training course Yes No

Total Estimated Annual Value of Work on Contract \$ _____

Type(s) Work Being Performed:

A/C Mod A/C MX Dev Eng Flt Test Ops ACF/FCF Production

General Flt Ops

Other important Information: (current issues, safety program, any major efforts the contractor is performing for the government which were not captured above, etc.):

RIEMER, JEFFREY R., Brigadier General, USAF
Director of Operations